

Agriculture and Agri-Food Canada (AAFC)
Occupational Health and Safety Policy Committee Meeting

MINUTES OF MEETING HELD APRIL 17 AND 18, 2008

K.W. Neatby Building, Central Experimental Farm, Ottawa, Ontario

Attendees:

Employer Representatives

Glenn Miller, Agriculture Union, PSAC
Delmer Holmstrom, PIPSC
Fabian Murphy, Agriculture Union, PSAC
Darrell-Lee McKenzie, Agriculture Union, PSAC
Michelle Coe, Agriculture Union, PSAC
Gaston Mercier, PIPSC

Management Representatives

Chair: Rosalie Burton, DG Performance Excellence, Human Resources Branch
Phil Adkins, Assistant Director, Ag Water Directorate, PFRA
Jim McKendry, Director, Integrated Services, Assets
Stephen Bolasco, Director, Science Operations, Science Bureau, Research Branch

Technical Advisors

Elaine Massie, Service Officer and Technical Advisor, Agriculture Union, PSAC
Marie-Josée Poirier, HR Consultant
Bob Neilson, National Training Coordinator, OHS
Corrie Boyce- HR Advisor- Workplace Accommodation -recorder

Regrets: Gilles Saindon, DG Science Bureau, Research Branch
Lynden Hillier, DG Asset management

Introduction and approval of agenda and minutes of the previous meeting - Chair

Updates to Items not included separately in agenda

- Some revisions were requested to the previous minutes including changes to the wording that reflect the co-developer status of Committee.
- Has the proposed wording been included on the Letter of Offer to New Employees?? - Rosalie followed-up -the text will be included in all letters of offer effective May 19, 2008.
- Discussion was held on “non-employees” working at AAFC facilities and the employer’s responsibility to ensure that these individuals have received training of all OSH related policies and procedures.

Action Items	Person Responsible	Deadline
Overall Program Outline to be distributed	Bob	
Revisions of previous minutes to reflect Committee input	Bob	

Updates from the Science Bureau – Stephen Bolasco

Departmental Lab Safety Program (DLSP)- Nathalie Ritchot

Summary of presentation

- This program was started in July 2007 to eliminate duplications and create consistency in lab safety programs at the various centres. The Working Group identified a large volume of various procedures and thus recommended an intranet site at each centre as a means of accessing safety information. Local Lab Safety Coordinator to act as a resource person for managers and Workplace OHS Committees.

- The next step for the program will be finalization and approval by the OHS Policy Committee and then posting on Agrisource. Implementation still needs to be developed.

Response of Committee

- The Committee advised that the program must go through the Committee and receive Committee approval before implementation.
- The Committee had concerns about potentially misleading wording in the introduction and whether the program is consistent with the Code. The documents will need to be updated to include the roles of the Regional OSH Coordinators.
- The Lab Safety Program must be incorporated into the Hazard Prevention Program and the overall OHS website
- The Committee emphasized the importance of website templates to ensure consistency and compliance
- OHS Policy Committee will forward comments to Nathalie by May 2, 2008. Nathalie will provide a final version by May 26, 2008 for approval by the Policy Committee at the June meeting.

Action Items	Person Responsible	Deadline
Distribution of updated documents to Committee	Bob (from Natalie)	
All Comments on updated documents to be provided to Natalie	Committee Members	May 2, 2008
Approval by OHS Policy Committee	Committee members	June 11, 2008

Chemical Inventory System (CISPRO) “Update on AAFC Chemical Inventory Project - Jane Anne Dugas Presentation

- AAFC Inventory Management model was been developed with input from Steering Committee which includes the business Process Working Group members, Members of the Lab Safety Working Group. Research Managers, Assets team.
- Implementation plan completed- the date will change to June 2008 as the project was larger than originally anticipated. The review dates are still to be established. They are currently working out governance issues- who will be responsible nationally and at each centre for the system (from a content side) as well as who enters data. Each centre wants to do things differently but the intent is to use one procedure consistently but this procedure must address the different needs of the different worksites
- Pilot to be run in Kentville after the procurement process for the use of the Chem Watch program is completed. The final framework will be based on the evaluation of pilot and will be used to validate the manual and governance.
- Pesticides and Insecticides to be addressed in Phase II (2009).

Committee's response

- The Committee inquired on the training components of the system and was advised that training is part of the governance. The National Coordinator for the project will be responsible for the roll-out of training. The manual has a tutorial but more is needed - possibly video training.

2. Update on OSH Training – Bob Neilson

Course Coding and Reporting

- Previously the sessions were recorded manually. Bob worked with Learning & Development to establish better business rules and processes to improve data integrity and reporting of electronic data.
- Reports can be generated by sector, region, managers, employees, courses but sign-in sheets will still be required to ensure course completion and to differentiate managers from employees. A standard template and legends on the reports to be added to clarify the course coding.
- It was suggested that Branch and Region breakdowns will provide sufficient information and that the Committee can ask for more in-depth reporting if specific issues arise. Quarterly reports to be presented at the Policy Committee Meetings.

Course Calendar

- The Committee was concerned that there are a considerable number of courses listed in the calendar that may not have approved or reviewed recently by the Committee. Regulations change and the Committee needs to ensure that they are up to date. It was suggested that another day be added to future meetings to review one or two courses per meeting.
- It was decided that this inventory should be for internal use only as all courses are not currently being delivered and may not be approved by the Committee.
- Bob will need to divide calendar up – what exists? What is approved? When? What is to come? This will be the basis for reporting and will allow the Committee to determine deficiencies and to refresh list periodically

Distribution of first report generated to Committee	Fabian	
Production of report for each meeting	Bob	
Add Legend to report to explain course coding	Bob	
Divide course calendar – What exists? What is approved? When? What is to come?	Bob	
Distribution of sign-in sheets to Committee	Bob	

3. Hazard Prevention Program Update – Bob Neilson

- Pilot training was done with H&S reps at PFRA and two pilots at Saskatoon with supervisors and employees together. The pilot was well received but feedback indicated that it was difficult for participants to follow the process i.e. “ how will this fit?” with other dependent items that haven’t been developed by the OHS Program
- The Committee should develop and post templates on the website so people can use the tool. Workgroups could be established from different operations to develop the templates. Bob advised that the Committee needs to ensure that the sites are involved in the process.
- Bob will develop a case study/ ice breaker based on a Laboratory Accident. It was noted that CGC training participants observe tasks being completed
- The Communication Plan is the next key step but must be coordinated with the launch of other key programs.

4. Update on accident tracking – Bob Neilson

- The process has changed - Completed investigation reports are to be forwarded to the OHS Coordinator for entry into PeopleSoft. This enables the coordinators to monitor investigation, determine if items need further investigation or escalated.
- PeopleSoft can track Workplace Inspections, Job Safety Analysis and Workplace Committee activities implementation by using PeopleSoft 8.9
Bob plans further discussion on enhancing possibilities of this tool for Committee

Action Items	Person Responsible	Deadline
Review PeopleSoft application	Bob	April 2009

5. Chemical Spill Response (CERT) at Research Centres Update

- Want to ensure that anyone can review and understand what CERT is and the protocol
- CERT is currently done in isolation at the sites, standardization to ensure compliance.
- The committee must improve its communication on this program to ensure local OSH Committees are provided with the scope of the project.
- Rosalie suggested a spreadsheet inventory of everything the Committee has developed- the regular committees can do a gap analysis- the Policy Committee should mandate the regular committees to be up to date on everything by the end of this year as they have this authority. An updated spreadsheet indicating newer versions and upcoming programs should be distributed annually with the minimum training levels indicated. Regional Coordinators can advise National Committee on gaps and can report annually to the Committee
- State on all communiqués (1) National, (2) approved by the Policy Committee, (3) date or current version number.

Action Items	Person Responsible	Deadline
Draft to be reviewed	Glen	
Draft to be formalized and then translated	Bob and Fabien	

6. Revisions to the Drug and Alcohol Policy – Bob Neilson

- Follow-up required with legal services.

7. Violence Prevention and Response Policy - Bob Neilson

- Consultation with Work place OHS Committees may be required to understand contributing factors.
- Can we add in an “AAFC specific” component to the 2008 PSES? - Rosalie has asked that and will let Committee know the answer
- The committee emphasized that the responsibility for violence prevention rests with management and will contact Labour Relations as required.
- A module on “Hazard Awareness for Acts of Intimidation” will be brought forward to the Committee
- Incorporate knowledge of this policy into the course “Creating a Respectful Workplace” and the Harassment course.
- The Committee needs to focus on short term, medium and long term objectives timelines for the top 6/7 items and the linkages to other items to be determined. The Committee is required to indicate progress quarterly.

Action Items	Person Responsible	Deadline
Advise Committee if 2008 PSES can contain a component specific to AAFC	Rosalie	
Distribution of training module - Hazard Awareness for Acts of Training module to Committee for review!	Bob	
Establish timelines for top priorities	Bob	June Meeting
Distribute survey for committee, survey for employee from Dept of Natural Resources to Committee	Bob	

8. National Day of Mourning for Workers Killed on the Job – Gaston Mercier

- Rosalie will ensure an article is posted on Agrisource by a member of the Inclusiveness team

Action Items	Person Responsible	Deadline
Post article on Agrisource	Rosalie	Immediately- completed

9. Potable Water – Jim McKendry and Rob May

- PowerPoint presented to committee - was also done for Research Managers and will be done for ISM's
- AAFC has 200 water systems - many of them small and remote - AAFC is using a due diligence approach and documenting well - the goal is potable water at all sites.
- Rob will forward Due Diligence training package link from Health Canada to Bob to distribute to Committee- the course takes 2 ½ hours to complete-AAFC is also developing some of their own modules because AAFC has microsystems and there is not a lot of information on this type of system - 3 developed to date.
- Path forward- Site specific water quality management plan - a Bottled water plan will be distributed to the Committee after translation is complete.
- A questionnaire was sent to Facility Managers - this info was used to determine biggest risk- water source is the biggest challenge. The database is from 2005 and will be made available to the Committee.
- SOPS completed in 2006 and the data base will grow on a monthly basis and data management is key.

Action Items	Person Responsible	Deadline
Arrange demo of data collected	Bob	For next meeting
Distribution of Potable Water policy to Committee once translated	Jim	
Distribution of link to Due Diligence training to Committee	Bob	

10. Preliminary implementation Plan – Bob Neilson

- A hazard prevention Implementation plan was discussed at the Feb 13 meeting.
- Bob worked with the regional coordinators to develop a preliminary scan of various sites. 82 sites were contacted - only one non response
- Identified two gaps (1) program development (2) communication strategy
- Bob recommended Priorities for national program development (1)Accident Investigation and Reporting, (2) Workplace Inspections, (3) First Aid Program, (4) Emergency Evacuation Plans, (5) OSH Orientation Program
- Rosalie reminded that Executive Council (EC) had endorsed an OSH plan of 3-5 years and the Committee will have to demonstrate delivery against this plan- if 150 items not done yet - we need to choose our priorities. We may need to go back to EC with additional specifics - we are now dealing with 2 new regulations; Workplace Violence Prevention and Ergonomic amendments of the Hazard Prevention Program Regulation.
- Jim advised that we still need governance for the Committee's role, the local committee role, the regional coordinators role and senior management role as well as interactions

Action Items	Person Responsible	Deadline
Maps to be forwarded to Committee	Bob/Ken	June meeting

11. Proposed Communication Plan – George Abraham

- The best approach may be to layer the communications- all employees receive the basic one layer and an additional more comprehensive layer is targeted for those employees who are more operational
- Plan to be done in phases- website must be ready before the communication plan is rolled out. The Committee will use Hazard Prevention as "shell" on the website and the other items will plug into this. This will be the national site.
- The AAFC Top 10 is a good fit for this item- used for product roll-outs and this is a way to get info to Managers for them to discuss with their employees.
- Need to build the engagement of Managers into the accountability accord - EC has flagged OHS as a top priority in the meeting of May 2007.

- Rosalie suggested teleconferences and Agriforum to post documents for all members to access for input
- Bob will be holding a teleconference with the regional coordinators after every Committee meeting.

Action Items	Person Responsible	Deadline
Discuss procedure for posting on Agrisource with e-communications team	George	
Draft of EC deck prepared and distributed to Committee members for input	Bob	Asap

12. Ergonomic Requirements to the HPP Regulation

- Guidelines are still being drafted by TB- they will advise when posted
- CCOHS has developed e-learning modules- office safety/ ergonomic assessment of offices
- Initiative has just started to create a information exchange venue for departmental contacts

13. PFRA List of OSH

- The list will be finalized by next week and will be distributed by Bob to Committee
- Bob will add-in contact list with CPMA
- Will MISB be followed up? - Bob will follow-up on who to contact to get info.

Action Items	Person Responsible	Deadline
Distribution of final list to Committee	Bob	
Add-in contact list with CPMA	Bob	
Determine contacts at MISB	Bob	
Distribute list on contacts to Committee(with e-mails)	Bob	

14. Farm Hazard Awareness Checklist

- George advised that this is not appropriate for an All-AAFC forum
- Committee to forward to Jim, Stephen and Phil to forward on to their employees and all people on the contact list, and local OSH and Safety representatives
- The document should have the text added “ verified by the National OSH Policy Committee on April 18, 2008” at the top of the document- Bob to arrange also on website

Action Items	Person Responsible	Deadline
Add verification text to checklist	Bob	

15. Criteria for Production of Minutes and Agendas

Minutes

- Minutes to comply with the Code
- Send minutes out to Committee for approval - then Chair can get them on the website within a month of meeting in both official languages
- The minutes could also be discussed briefly at the next meeting and then corrected and posted immediately

Agenda

- The agenda should be (1) approval of minutes, (2) standing items, (3) new business

16. Next Meeting

It was agreed that the next meeting will be tentatively settled for June 11 and 12, 2008 in Ottawa with the fall back date of June 23 and 24, 2008.

The date is to be confirmed by May 1st. Glen will notify the co-chairs

Action Items

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Updates to Items not included separately in agenda		
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Updates from the Science Bureau – Stephen Bolcso		
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All Comments on updated documents send to Natalie	Committee Members	May 2, 2008
Ensure the document is compliant with the code	Bob (with Natalie)	
2. Update on OSH Training – Bob Neilson		
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Add Legend to report to explain course coding	Bob	
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Distribution of sign-in sheets to Committee	Bob	
4. Update on accident tracking – Bob Neilson		
Continue Discussions with Peoplesoft	Bob	
5. Chemical Spill Response (CERT) at Research Centres Update		
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